

**GOVERNMENT OF WEST BENGAL  
OFFICE OF THE PRINCIPAL  
RAMKRISHNA MAHATO GOVT. ENGINEERING COLLEGE  
PURULIA, PIN-723103**

Memo No. 01 /CA/RKMGE/2019-20

Dated Purulia the 5<sup>th</sup> Sept-2019

**QUOTATION NOTICE No. Spot-01 /CA/RKMGE/2019-20**

**Spot Quotation for Stationeries items of college office of Our Institute**

Spot Quotation are invited by the Principal, Ramkrishna Mahato Govt. Engineering College, Purulia for the Stationeries items details are given in college website <https://www.rkmgec.ac.in> from the reputed agency . The quotation documents can be obtained from the office of the Principal, Ramkrishna Mahato Govt. Engineering College on any working day from 05/09/19 to 11/09/19 (11-00 A.M to 2-00 P.M.) . Quotation papers must be submitted in sealed envelope to the office of undersigned on or before 12/09/19 up to 12-00 P.M. addressed to the Principal, Ramkrishna Mahato Govt. Engineering College, Purulia and must be mentioning the subject mentioned above *and* *Quotation No. Spot-01 /CA/RKMGE/2019-20* on the top of cover. The quotations will be opened at 1.30 P.M. on 12/09/19 in presence of the quotation owners willing to be present at that time in the Institute office.

Validity of offered rates should remain valid Up to 31.03.2020.

Copies of Income Tax, PAN, GST account details, Trade License for Proprietorship Firms and P. Tax Clearance certificate up to date must be enclosed along with the quotation Papers. The work is to be completed within 15 days from receiving order.

The undersigned reserves the right to accept or reject any quotation without assigning any reason.

If the last day of Receiving Quotation/Opening Quotation happens to be holiday the quotation(s) will be opened on the next working day at the same time and place.

*sd/-*  
(Prof.(Dr) Bibek Chakrabarti)  
Principal  
Ramkrishna Mahato Govt. Engg. College

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Dated Purulia the 5<sup>th</sup> Sept-2019

Copy for information & necessary action to display this notice in his notice board to:-

1. The Sabhadhipati, Purulia Zilla Parishad, Purulia-You are requested to display this notice in your notice board.
2. The District Magistrate, Purulia-You are requested to display this notice in your notice board.
3. The SDO, Jhalda,Purulia-You are requested to display this notice in your notice board
4. Office of the Gram Panchayat, Baragram.
5. District information officer, Purulia- He is requested to upload the notice in district NIC portal.
6. Notice Board, Purulia Govt. Engineering College, Purulia.
7. College website (<https://www.rkmgec.ac.in>).

*Bibek Chakrabarti*  
(Prof.(Dr) Bibek Chakrabarti)  
Principal

Ramkrishna Mahato Government Engineering College  
Vill: Agharpur, P.O.- Ramamoti, Block: Jaypur  
District: Purulia, Pin.- 723103

**Purchase requirement for stationary items of the college**

**Department : Office Administration**

Sl. No	Stationary Items	Eligibility to enter in the tender process	Description/ Specification	Quantity
1	White Board Marker	Reputed Suppliers/ manufacturer	Black	50 Pieces
			Green	50 Pieces
2	Permanent Marker	Reputed Suppliers/ manufacturer	Black	10 Pieces
3	Scissor	Reputed Suppliers/ manufacturer	Medium (Stainless steel blade, Plastic Handel)	10 Pieces
4	Punch file	Reputed Suppliers/ manufacturer		50 Pieces
5	Gem Clip/ Paper Clip	Reputed Suppliers/ manufacturer	Small (26 mm)	30 Pkt
			Medium (30 mm)	15 Pkt
			Large (35 mm)	05 Pkt
6	Ruler	Reputed Suppliers/ manufacturer	Plastic - 12 inch	08
			Steel - 12 inch	02
7	White Board Duster	Reputed Suppliers/ manufacturer	-	50 Pieces
8	Highlighter Pen	Reputed Suppliers/ manufacturer	Yellow	10 Pieces
			green	10 Pieces
			Pink	10 Pieces
9	A4 Paper Rim (White)	Reputed Suppliers/ manufacturer	70 gsm / 80 gsm	78 Packets
10	Legal Ledger Paper (Green)	Reputed Suppliers/ manufacturer	70 gsm / 80 gsm	02Packets
11	Hard Cover File	Reputed Suppliers/ manufacturer	Lever arc type	50 Pieces

*(Signature)*

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12	Four Fold Laminated Cover File	Reputed Suppliers/ manufacturer	-	50 Pieces
13	Steplar	Kangaro	No. 10	10 Pieces
14	Steplar Pin	Kangaro	No. 10	20 Packets
15	Stamp Pad	Reputed Suppliers/ manufacturer	88mm x 54mm	14 Pieces
16	Stamp Pad Ink	Reputed Suppliers/ manufacturer	50ml	01 Bottle
17	Toner powder for Xerox	Reputed Suppliers/ manufacturer	-	10 Packets
18	Wall Watch	Ajanta		5 Pieces
19	Envelop	Reputed Suppliers/ manufacturer	Large	100 Pieces
20	Dista page rim	Reputed Suppliers/ manufacturer	white	75 Rims
21	Register	Reputed Suppliers/ manufacturer	No. 6	40 Pieces
			No. 16	10 Pieces
22	Attandance Register	Reputed Suppliers/ manufacturer		50 Pieces
23	Blue Ball Pen	Reputed Suppliers/ manufacturer		10 Pieces
24	Cartridge Toner	Reputed Suppliers/ manufacturer	HP Laser Jet P1108	5 Pieces
25	Lever Arc File	Reputed Suppliers/ manufacturer		50 Pieces

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